JOB DESCRIPTION
Occupational Therapist

Position Description
The primary purpose of your job position is to plan, organize, develop, and direct Occupational Therapy Services in accordance with current applicable federal, state and local standards, guidelines and regulations, and as may be directed by the Executive Director to assure that the highest degree of quality patient care can be maintained at all times.

Delegation of Authority
As the Occupational Therapist you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions
Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Performance Evaluation
A criteria-based performance evaluation has been made a part of this job description. Ratings are based on a scale from 1-6 with 1 being the lowest, and 6 being the highest. Instructions for completing performance evaluations are located in the “Policies and Procedures” section of the Job Description Manual.

Major Duties and Responsibilities

Administrative Functions
- Plan, develop, organize, implement, evaluate, and direct occupational therapy, as well as its programs and activities, in accordance with current rules, regulations, and guidelines that govern the home health agency.
- Meet with administration, medical and nursing staff, as well as other related departments in planning therapy services.
- Develop and maintain occupational therapy standards.
- Assist the Quality Assessment & Assurance Committee in developing and implementing appropriate plans of action to correct identified deficiencies.
- Interpret occupational therapy policies and procedures to personnel, patients, family members, etc., as necessary.
- Review occupational therapy policies, procedures, manuals, job descriptions, etc., at least annually, and participate in making recommended changes.
- Participate in discharge planning, development and implementation of patient care plans, patient assessments, etc., as necessary.
• Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc., as necessary.
• Maintain a current file of patient’s treated.
• Work with the home health agency’s consultants as necessary and implement recommended changes as required.
• Maintain treatment records, patient files, and progress notes as required.
• Ensure business office receives charges for therapy rendered to patients.
• Assist in standardizing the methods in which occupational therapy will be accomplished.
• Maintain an adequate liaison with families and patients.
• Maintain a reference library of written therapy material, laws, etc., necessary for complying with current standards and regulations and that will provide assistance in maintaining quality patient care.
• Assist the Quality Assessment and Assurance Coordinator in developing, implementing, and maintaining an ongoing quality assurance program for occupational therapy services.
• Make written and oral reports/recommendations to the Executive Director, as necessary/required, concerning the operation of occupational therapy services.
• Assume the authority, responsibility and accountability of directing the occupational therapy service.
• Others as deemed necessary and appropriate, or as may be directed by the Executive Director.

Committee Functions
• Serve on, participate in, and/or attend various committees of the agency as required.
• Provide written and/or oral reports of the occupational therapy programs and activities as required.
• Evaluate and implement recommendations from established committees as they may pertain to occupational therapy services.

Personnel Functions
• Determine the staffing needs of occupational therapy services necessary to meet the needs of the patients.
• Recommend the number and level of occupational therapy personnel to be employed.
• Assist the Executive Director in the recruitment and selection of competent occupational therapy personnel.
• Provide guidance and training for new and/or less experienced personnel.
• Develop work assignments and schedule duty hours.
• Develop, maintain, and periodically update the written procedure for ensuring that professional occupational personnel have valid and current licenses as required by this state.
• Review complaints and grievances made or filed by department personnel.
• Make appropriate reports to the Executive Director as required or as may be necessary, including departmental performance evaluations.
• Maintain an excellent working relationship with the medical profession and other health related organizations.
• Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the department.
• Meet with and solicit advices from other department supervisors concerning occupational therapy, assist in identifying and correcting problem areas, and/or the improvement of services.

Nursing Care and Consultation Functions
• Review request for occupational therapy and physicians’ orders.
• Interview patient to determine type of treatment and schedule therapy.
• Select rehabilitative and therapeutic activities and exercises based on medical and social history of patients.
• Demonstrate to patients and staff personnel, as necessary, the procedures involved in the treatment process.
• Recommend modifications and changes in the patient’s therapy treatment as indicated.
• Perform occupational therapy in patient’s home.
• Explain procedures involved in occupational therapy to the patient and prepare necessary equipment.
• Prepare patient for treatment by dress/position and administer occupational therapy in accordance with established policies and procedures.
• Reassure patient before and during therapy treatment.
• Assure that all therapist notes are informative and descriptive of the care provided and of the patient’s response to the care.
• Participate in the development and implementation of patient’s assessments and care plans, including care conferences.

Staff Development
• Develop and participate in programs designed for in-service education, on the job training and orientation classes for newly assigned personnel. (Includes maintaining appropriate record keeping requirements of when classes were held, subject matter, attendance, etc.)
• Develop, implement, and maintain an effective orientation program that orients the new employee to the home health agency, its policies and procedures, and to his/her job position and duties.
• Participate and assist in departmental studies and projects as assigned or that may become necessary.
• Attend and participate in workshops, seminars, etc., to keep abreast of current changes in the health care field, as well as to maintain a professional status.

Safety and Sanitation
• Assist in developing safety standards for the occupational therapy department.
• Assure that therapy personnel, patients, visitor, etc., follow established departmental policies and procedures at all times, including appropriate dress codes.
• Be alert for patient safety during any/all therapy.
• Comply with established safety precautions at all times.
• Assist the Infection Control Coordinator in the development, implementation, and revising of written aseptic and isolation techniques.
• Ensure that therapy personnel follow established infection control procedures and universal precautions when performing duties.
• Assure that the therapy area is maintained in a clean and safe manner for patient comfort and convenience by assuring that necessary equipment and supplies are maintained to perform such duties/services.
• Develop, implement, and maintain a procedure for reporting hazardous conditions or equipment.
• Assist in identifying and classifying departmental procedures that involve exposure to blood or body fluids. Update as necessary.

Equipment and Supply Functions
• Provide necessary material/equipment for patient to perform required therapy.
• Recommend to the Executive Director the equipment and supply needs of the program.
• Develop and implement procedures for the safe operation of all occupational therapy equipment.
• Ensure that all personnel operate occupational therapy equipment in a safe manner.
• Develop and implement procedures that ensure occupational therapy supplies are used in an efficient manner to avoid waste.

Care Plan Functions
• Assist in developing occupational therapy plans for individual patients in coordination and conjunction with other disciplines.
• Review the occupational therapy requirements of each patient admitted to the agency and assist in planning for patient’s care.
• Assure that care plans indicate occupational therapy when such therapy is ordered.
• Participate in the development and implementation of care plans, including quarterly reviews.

Budget and Planning Functions
• Prepare and plan the occupational therapy budget and submit to the Executive Director for his/her review, recommendations, and/or approval.
• Keep abreast of economic conditions/situations, and recommend to the Executive Director adjustments in occupational therapy that ensure the continued ability to provide quality care.

Patients’ Rights
• Maintain the confidentiality of all patient care information.
• Ensure that all occupational therapy personnel are knowledgeable of the patient’s rights and responsibilities.
• Ensure that patient’s right to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are well established and maintained.
 Review complaints and grievances made by the patient, families, and/or visitors and make oral/written reports to the Executive Director indicating what action(s) were taken to resolve the complaint or grievance.

 Maintain a written record of the patient’s complaints and/or grievances that indicates the action taken to resolve the complaint and the current status of the complaint.

 Abide by the patient’s decision whether or not to participate in treatment.

 Inform the patient of consequences of not participating in prescribed therapy and document such action in the patient’s clinical record.

 Allow the patient to participate in the planning and scheduling of his or her treatment.

**Working Conditions**

- Works in office areas, therapy rooms, patient’s homes, etc.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Drives own car to and from patients’ homes in all weather conditions.
- Is subject to frequent interruptions.
- Is involved with physicians, patients, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset patients, family members, personnel, and visitors.
- Communicates with the medical staff, nursing personnel, and other department supervisors.
- Works beyond normal working hours and on weekends and holidays when necessary, as well as in other positions as needed.
- Must be constantly alert for patient safety.
- Attends and participates in continuing educational programs as may be required by current regulations.
- Is subject to falls, burns from equipment, odors, assaults from hostile patients, etc., throughout the workday.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including the AIDS and Hepatitis B viruses.
- Is subject to lifting, carrying and supporting patients.
- Maintains a liaison with the patients, their families, other departments, etc., to adequately plan for the patient’s occupational therapy needs.

**Education Requirements**

- Must possess, as a minimum, a Bachelor’s Degree in Occupational Therapy from an accredited college or university.

**Experience**

- Must have, as a minimum, two (2) years’ experience in a therapist capacity in a hospital, skilled nursing care facility, or other related medical facility.
- Must have training in rehabilitative and restorative therapy practices.
Specific Requirements

- Must possess a current, unencumbered license to practice as an Occupational Therapist in this state.
- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, patients, family members, physicians, government agencies/personnel, and the general public.
- Must be knowledgeable of occupational therapy procedures.
- Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, procedures, etc., of the occupational therapy service.
- Must maintain the care and use of supplies, equipment, etc., and maintain the appearance of therapy areas.
- Must have patience, tact, a cheerful disposition and enthusiasm as well as be willing to handle patients based on whatever maturity level in which they are currently functioning.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing occupational therapy practices.
- Must be able to relate information concerning a patient’s condition.

Physical and Sensory Requirements
(With or Without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the workday.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to drive own car and to and from patients’ homes in all weather conditions.
- Must be able to cope with the mental, emotional, and physical stress of the position.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with patients, personnel, support agencies, and outside agencies.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the agency.
- Must be able to lift, push, pull, and move a minimum of 50 pounds.
- Must be willing to perform tasks that may involve exposure to the patient’s blood/body fluids.
Acknowledgment
I have read this job description and fully understand the requirements set forth therein. I hereby accept
the position of Occupational Therapist and agree to abide by the requirements set forth and will
perform all duties and responsibilities to the best of my ability. I understand that as a result of my
employment, I may be exposed to the AIDS and Hepatitis B Viruses and that the home health agency will
make available to me, free of charge, the hepatitis B vaccination.

I further understand that my employment is at-will, and thereby understand that my employment may
be terminated at-will by the home health agency or myself and that such termination can be made with
or without notice.

AGREED TO:  ACCEPTED BY:

_________________________________ _________________________________  ___________________________________________________________
Employee  Executive Director

_________________________________ _________________________________
Date  Date